Guide to Consideration and Treatment of Sexual Minority Students (for faculty and staff)

April 2018
Waseda University
Office for Promotion of Equality and Diversity

In order to promote Waseda Vision 150 and realize true globalization, Waseda University officially announced the Waseda University Promotion of Diversity Declaration on July 1, 2017.

Waseda University Promotion of Diversity Declaration
"Respect each other, respect equality and diversity"

Waseda University has since its foundation opened its gates widely to a great variety of people, both domestic and foreign. Moreover, in advance of the 150th anniversary of our foundation, which will be celebrated in 2032, the University formulated Waseda Vision 150, with the aim of dramatically improving the quality of education and research, while continuing to be Asia’s leading university in our contributions to the world.

Nonetheless, as far as the promotion of diversity in education, research, and employment at the University is concerned, much remains to be done. If we are to make our new vision a reality, we must create an environment in which all members of the University, their dignity and their diverse values and lifestyles being respected, can make the most of their individuality and abilities, regardless of sex, disability, sexual orientation and gender identity, nationality, ethnicity, creed, age, and so on.

In order to achieve this aim, Waseda University hereby declares that it will conduct innovative education and research activities by gathering a wealth of knowledge; that it believes that contributing to the development of society is the University’s mission; and that it will strive to respect and promote diversity.

Basic Policies for the Promotion of Diversity

1. Waseda University will raise awareness concerning the promotion of diversity, and will strive to ensure that in its decision-making processes, the variety of opinion among all members of the University is respected.
2. Waseda University will provide an educational, research, and working environment in which work-life balance can be achieved, so that all members of the University are able to make the most of their individuality and abilities.
3. Waseda University will provide support systems for those members of the University who need reasonable accommodation.
4. Waseda University will promote the building of the University community and staff development from a diversity perspective.

July 1, 2017
Waseda University
Support for Sexual Minorities at Waseda University

Waseda University is working to promote diversity in order to achieve true globalization by adopting Promotion of Diversity and Gender Equality in its medium to long-term plan, Waseda Vision 150. As part of this effort to support sexual minorities (including but not limited to lesbian, gay, bisexual, and transgender), the Gender and Sexuality Center was founded in April 2017. Along with the Office for Promotion of Equality and Diversity, which is working to conduct various studies within the university and host public lectures which aim to deepen understanding of sexual minorities, the Gender and Sexuality Center is engaged in wide-ranging efforts aimed at supporting students, such as individual counseling, events related to sexual minorities, and the provision of resource materials.

In the year since the Gender and Sexuality Center was founded, there have been 150 consultations as of March 2018. We realized that misunderstandings and prejudice still exist on this campus, and that sexual minorities, including the students who sought individual counseling, are not receiving the consideration they deserve.

In light of this situation, we have put together this Guide to Consideration and Treatment of Sexual Minority Students (for faculty and staff). We believe that employing this guide when making contact with students will help create an education and research environment at Waseda University in which everyone can feel comfortable and there is mutual respect for individuality.

1. Commonly Used Terms and Definitions

**LGBT** is an acronym made up of the initial letter of the following words; L: Lesbian (a female who is attracted physically and emotionally to other females), G: Gay (a male who is attracted physically and emotionally to other males), B: Bisexual (a person who is attracted physically and emotionally to both males and females), T: Transgender (a person whose personal and gender identity does not correspond with their biological gender or society’s assumptions about their gender.) Sexual minorities are not limited, however, to only the four categories represented by LGBT. Q: Questioning (a person who is still exploring their sexual orientation or gender identity, cannot decide one way or another, or who purposely refuses to choose a gender), and A: Asexual (absence of sexual love, a person who does not experience sexual attraction or passion for members of any gender) are often noted along with LGBT. Based on the above, the phrase “sexual minorities” will be used in this leaflet instead of “LGBT”.

**Sexual Orientation and Gender Identity** are important concepts for correctly understanding the various aspects of sexuality, and they must be understood as separate concepts. Sexual orientation refers to the sex of those to whom one is sexually and romantically attracted. Sexual orientation can be directed towards the opposite sex “heterosexual”, towards the same sex “homosexual”, towards both sexes “bisexual”, or towards neither sex “asexual”. Gender identity refers to one’s own perception of having a particular gender. When a person has a gender identity that does not correspond with sex assigned based on physical characteristics, that person is usually identified as “transgender”. The concept of gender identity does not take for granted that “gender is limited to male and female” (gender binarism), and there are individuals who identify with neither gender.

* We plan to revise the contents of this guide periodically to reflect future research and the addition of various support services. Please direct questions and comments about this guide to the Office for Promotion of Equality and Diversity.
* In addition to this guide, please also utilize the Support Guide for Sexual Minority Students (on the Gender and Sexuality Center website).
The following considerations and responses are necessary. Each example references actual incidents reported to the Gender and Sexuality Center.

**1 Interaction must be based on the premise that sexual minorities exist. No speech or conduct should deny the existence of sexual minorities or be premised on heterosexuality or gender binarism.**

<table>
<thead>
<tr>
<th>Situation</th>
<th>Example Response</th>
</tr>
</thead>
<tbody>
<tr>
<td>The gender column on a questionnaire listed only male/female.</td>
<td>When information regarding gender is necessary, change it to a free descriptive answer, and allow for responses other than male/female. Alternatively, make it a voluntary response.</td>
</tr>
<tr>
<td>There was a person who began to talk, saying, “I believe no person here is like that type but...”, on the premise that sexual minorities were not in the room.</td>
<td>You should always assume the presence of sexual minorities. Even if you think there are no sexual minorities present, you should refrain from speaking in a manner that denies their existence.</td>
</tr>
</tbody>
</table>

**2 Do not make assumptions about gender or sexuality based on names or appearances.**

<table>
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<th>Example Response</th>
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<tbody>
<tr>
<td>As my appearance and behavior was somewhat androgynous, people expected me to act more effeminate. That made me uncomfortable.</td>
<td>Do not hold a stereotypical impression of sexual minorities. Do not force anybody to act according to such a stereotype. Respect the fact that there are many different ways one can lead one’s life.</td>
</tr>
<tr>
<td>At a seminar retreat, rooms were assigned based on whether the student was male or female without asking the students themselves.</td>
<td>Ask students about their preferences beforehand, or create an opportunity for students to make a request.</td>
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</tbody>
</table>

**3 When calling on students, use non-gender specific forms of address. Alternatively, use the title by which the student wishes to be addressed.**

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<th>Situation</th>
<th>Example Response</th>
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<tr>
<td>Based on the perception of my appearance and name, I was addressed as san (or kun). I have awful memories of other students with whom I wasn’t even acquainted identifying me with a gender other than the one I identified with.</td>
<td>Don’t use titles such as san or kun, instead use a non-gender specific form of address. In the event it is necessary to differentiate using different linguistic forms of address (for example, Mr./Ms., he/she), ask the student about the terms that the student uses to identify himself or herself. Alternatively, create an opportunity for the student to communicate a preferred form of address.</td>
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**4 Do not use words or gestures with discriminative nuances such as okama (fag), homo, rezu (lesbian), otokoonna (girly man), or acchi-kei/socchi-kei (pansy). Instruct your students to refrain.**

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<th>Example Response</th>
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<tr>
<td>While pressing the back of his right hand to his left cheek, somebody asked me, “Are you one of those?”</td>
<td>Recognize words or gestures with discriminative nuances and don’t use them.</td>
</tr>
<tr>
<td>The other students in my seminar were using words like “homo” and “rezu (lesbian)”, but the instructor didn’t reprimand them.</td>
<td>Instruct your students that words with discriminative nuances such as “homo” and “rezu (lesbian)” are taken as insults and should not be used. Do not turn a blind eye.</td>
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</table>

* In the event that you inadvertently behave in an inappropriate manner, you must apologize and correct yourself immediately, on the spot.  
* Sexual minorities are not the only ones that are hurt by behavior that does not show consideration of gender and sexuality.  
* Showing consideration for sexual minorities helps create an environment in which all people feel comfortable, no matter what their gender identity or sexual orientation.
3 Counseling Services

Waseda University has established the following counseling services, accessible to students, faculty, and staff.

<table>
<thead>
<tr>
<th>Name</th>
<th>Consulting Subject Matter</th>
<th>Contact information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gender and Sexuality Center (Bldg. 10, 2nd Floor)</td>
<td>Gender and Sexuality Issues</td>
<td>Operating hours: Mon-Fri 10:00-11:30,12:30-17:00 E-Mail: <a href="mailto:gscenter@list.waseda.jp">gscenter@list.waseda.jp</a> WEB: <a href="https://www.waseda.jp/inst/gscenter/">https://www.waseda.jp/inst/gscenter/</a></td>
</tr>
<tr>
<td>Health Support Center-Student Counseling Center (Bldg. 25-2, 6th Floor)</td>
<td>All Student Counseling Issues</td>
<td>Operating hours: Mon-Fri 9:00-12:00,13:00-17:00 Sat 9:00-13:00 TEL: 03-3203-4449 [Reservation Priority] WEB: <a href="http://www.waseda.jp/hoken/">http://www.waseda.jp/hoken/</a></td>
</tr>
<tr>
<td>Harassment Prevention Committee Office (Bldg. 28, 1st Floor)</td>
<td>Harassment covered in the University’s guideline.</td>
<td>TEL: 03-5286-9824 E-Mail: <a href="mailto:stop@list.waseda.jp">stop@list.waseda.jp</a> WEB: <a href="http://www.waseda.jp/stop/">http://www.waseda.jp/stop/</a></td>
</tr>
</tbody>
</table>

4 Management of gender information

For sexual minority students, gender information is extremely important information related to their personal dignity, values, and way of life. Except for a certain certificate and similar documents, Waseda has removed gender information from management documents, including attendance records. When collection of gender information is necessary, please handle it with the same strict confidentiality as the student’s name.

*Name and Gender on the Student Register

The gender listed in the student register is the same as that listed in the official family register, regardless of the student’s gender identity, but by completing a registration procedure, a student can use an alias other than the name in the official family register.

Be aware that revealing information related to a student’s gender or sexual orientation without the student’s permission, or “outing” the student, is a serious violation of privacy that creates a high risk of that student being exposed to discrimination.

5 Multipurpose restrooms, Waseda University Accessibility Map

We have installed multipurpose restrooms on each of our campuses and they can be used by anyone, regardless of gender. Please refer to the Waseda University Accessibility Map, where they are listed along with information about childcare and barrier-free facilities.

For reference: Waseda University Accessibility Map

▲“Multipurpose restroom sign”

*This guide presents current efforts aimed at the consideration and treatment of sexual minority students. Questions about information related to faculty and staff can be directed to the Office for Promotion of Equality and Diversity. Please use the help line listed above.